



**VIETNAM 50<sup>th</sup> COMMEMORATION**  
**PLANNING GROUP**  
City Hall Council Chambers  
vietnam50@milwaukieoregon.gov

## **ACTION NOTES**

June 11, 2015, 4:00 p.m.

Present: Jerry Craig (Legion) Mary Jo Cartasegna (County) Dave Aschenbrenner (CMI)  
Linda Hedges (Legion) RB Green (CCC Vet Center) Patti Jay (Vet Center)  
Mike Lueck (Legion) Bill Monahan (City) Mike Jorgensen  
Edward Micallef (Legion) Mitch Nieman (City) (Clackamas Vet Support)  
Michelle Meneffee (Legion) Scott Stauffer (City) Mike Miller (CMI)  
Dick Messmer (Legion) Chuck Shannon (NCSD)  
Robert Ryan (Legion)  
Scout Southard (Legion)  
Dean Syron (Legion)

### **1. CALL TO ORDER: Mr. Lueck called the meeting to order at 4:05 p.m.**

### **2. The Moving Wall Event**

#### Parade

**Mr. Nieman** reported that 24 parade participant registrations have been received and that he is working with TriMet, Della Shanley the parade consultant, and Jerry Craig on planning details. He noted that the parade volunteers have been confirmed and discussed the linear foot length of the parade.

#### Grand Marshal – Judy Smith Huddleston

**Mr. Nieman** reported that Judy Smith Huddleston, widow of an MHS grad lost in Vietnam, has agreed to be the parade grand marshal and will also speak at the main ceremony after the parade. He noted that she will be featured in the media insert.

#### Community Outreach/Special Event Permit

**Mr. Nieman** reported that the City is processing a single combined special permit application for the parade and The Moving Wall (TMW) event, and that a second notice would be sent to the neighbors and businesses around the parade route and Milwaukie High School (MHS) event site which would note the traffic, lighting, and sound impacts of the events.

#### Pamplin Media Insert

**Mr. Nieman** reported that the copy deadline for the media insert is June 29, 2015. He noted that the insert will include a parade and site map, parking locations, event schedule, a biography of the grand marshal, a discussion of the City-Legion partnership, and a description of TMW itself. He noted that Pamplin Media would run ads for the event in the July 1, 15, and 22 *Clackamas Review* and *Oregon City News* and the July 8 and 23 *Portland Tribune*.

#### Poster and Post Card Distribution

**Mr. Nieman** distributed and discussed a vendor cost sheet for printing poster prints and post cards.

The group discussed the vendor costs and agreed to not order rubber bands. It was further agreed that the use of the poster and post card sale proceeds would be determined later.

#### T-Shirts Update

**Mr. Nieman** reported that the t-shirts had been ordered per discussion at the last Vietnam Planning Committee meeting and within the t-shirt sub-committee. He noted that 100 of each size in gray sales t-shirts had been ordered and that volunteer and command staff t-shirts would be ready by the July 16 Volunteer Meeting. He suggested that the group discuss t-shirt sale prices at the next meeting and that any additional t-shirt orders be made after July 16 based on volunteer sign-up.

The group discussed and agreed to the following timeline leading up to the June 29 copy deadline:

- June 23: all copy input to Grady Wheeler
- June 24: Grady Wheeler sends out final draft of insert material to all
- June 25: all final input on insert copy to Grady Wheeler by the end of the June 25 Vietnam Planning Committee meeting
- June 29: Grady Wheeler submits final copy material to Pamplin Media

#### Daily Schedule

**Mr. Stauffer** noted the recent additions to the Daily Schedule, including the participation of members of the Milwaukie City Council and Clackamas Board of County Commissioners, a representative of the national Vietnam 50<sup>th</sup> Commemoration program, and the grand marshal.

**Mr. Craig** noted the importance of keeping each speaker to making brief remarks.

The group noted that Mike Harryman, American Legion Post 180 Commander, would be the emcee for the Saturday ceremony at MHS.

#### Wall Site Updates

**Mr. Shannon** reported that Milwaukie Lumber had delivered the donated wood and supplies for TMW platform to the North Clackamas School District (NCSD) facilities yard and that he has started to build the platform. He noted that the NCSD would clean the MHS site and possibly restripe the track in advance of the event. He added that he would be meeting again soon with Hollywood Lighting to discuss what they could do to light TMW.

The group discussed volunteers gathering on July 20 and July 21 to collect chairs and tables from other NCSD facilities and to set-up TMW platform. The group also discussed the number of sandbags needed and **Mr. Shannon** estimated that 150 sandbags would be required with 6 per section of the platform.

**Mr. Craig** commented that if Hollywood Lighting is unable to assist than Pro-Audio, who is doing the public announcement system for the event, could provide lighting for \$300.

The group discussed the NCSD parking lots reserved and the staffing need for each site. The group also discussed the entrances and field layout at Rowe Middle School.

**Mr. Shannon** noted that the NCSD would provide 3 computers with internet access, and **Mr. Stauffer** confirmed that the casualties name database is accessed via the website [www.virtualwall.org](http://www.virtualwall.org).

#### Volunteer Recruitment

**Ms. Hedges** reviewed the volunteer sign-up spreadsheets she had posted on the wall and noted she was waiting to hear back still from some volunteers. She reported that night duty was light on volunteers and that she would be meeting with Mr. Craig to follow-up on volunteers. She noted that food for volunteers had yet to be figured out and that she was reaching out to the National Guard to get additional first aid assistance.

#### Service Organizations

**Mr. Craig** reviewed the list of organizations that will be present at the MHS site.

**Mr. Shannon** confirmed that there could be a power source available on the north end of the MHS field.

The group discussed possible gaps in when service organizations will be present and if other groups should be asked to fill-in, or if groups should be asked to staff a table all 4 days.

**Mr. Craig** reported that he had been contacted by the Royal Rosarians of Portland who would like to present TMW driver with a Welcome to Portland Certificate during the main event on Saturday, and would also like to have 5-6 Rosarians marching in the parade.

The group discussed the Rosarians participation and on which day. It was noted that it should be clear this is a Milwaukie event, not a Portland event.

**Mr. Lueck** noted the Volunteer Thank You dinner event scheduled for August 29, 2015.

**Mr. Stauffer** distributed a sample of the name rubbing card and asked for input via email.

#### Snack Voucher to MHS Concessions?

**Mr. Craig** reported that the Post 180 Auxiliary was planning on providing food and that a military veteran's support group had asked to provide bar-b-cue for volunteers to fill in gaps that the MHS boosters cannot staff the grandstand concession stand.

#### Budget and Fundraising

**Mr. Craig** reported that \$29,600 had been raised with about \$6,000 already committed to services being provided during the event. He noted that he had been working on a grant from Chinook Winds. He added that he was working on a cut-off date for donors to be included in the media insert.

### **3. Other Commemorative Events**

#### Flag Day

**Mr. Craig** noted the upcoming Flag Day ceremony at City Hall on Sunday June 14, 2015. He then noted the outstanding shuttle bus driver needs.

**Mr. Monahan** noted that the City would be sending invitations to area Mayors and City Managers.

**Mr. Craig** reported that pop-up tents for different organizations had been confirmed and would be set-up on July 23, and noted that he had also been talking to a group of Native American veterans.

**Mr. Monahan** reported that the Red Cross should be returning the trailer to the City Hall parking lot.

**Mr. Shannon** and **Mr. Craig** discussed the need for bus drivers and if NCSD bus drivers would volunteer.

**Patti Jay**, with Portland Metro Veterans Connection, noted that on Saturday July 25 she would be coordinating "Warriors Heart" a veteran art in the Fire Bay at City Hall from 9 to 4 p.m. She added that later that day she would be coordinating a veteran rock band to play at Wine:30 from 5 to 8 p.m.

**Ms. Hedges** reported that she was also working with Clackamas County Volunteers.

**Mr. Craig adjourned the meeting at 5:15 p.m.**

**Next Meeting: Thursday 6/25/2015 at 4 p.m. at Milwaukie City Hall**

#### **FOLLOW-UP ITEMS:**

- Chuck Shannon: follow-up with MHS boosters on concessions
- Chuck Shannon: follow-up with NCSD bus drivers on volunteering to drive
- City: follow-up on sandbags with Public Works
- City: invitation to Mayors and City Managers
- Scott Stauffer: follow-up with Judy Smith Huddleston
- Scott Stauffer: prep main-event schedule of speakers
- Scott Stauffer: check with DoD on tent need